

MADERA COUNTY

LIBRARY PAGE

DEFINITION

Under supervision, to shelve and locate books in a library; and to do related work as required.

SUPERVISION EXERCISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Sorts books by number, author, and type; replaces books in proper places on shelves; locate books and magazines for the public and staff members; may assist in charging and discharging books to patrons; assists in preparing reports, assists in checking and mending of books; may assist in preparing orders for shipment to stations and branches; runs errands.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Systems of book classification and storage.

Ability to:

Carry out oral instructions.

Establish and maintain cooperative working relationships.

Deal tactfully and courteously with the public.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Training:

Equivalent to completion of the tenth grade.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.

Effective Date: January, 1997